

OFFICE OF THE SECRETARY OF STATE  
LOUISIANA STATE ARCHIVES  
MAIL-IN GENEALOGICAL RESEARCH REQUEST FORM

Please refer to the **Research Library Email, Fax, Mail and Phone Research Request Fee Schedule** for a list of the requests that will be accepted.

For the person or subject on which you seek information, please complete the following: **List only one name and record you want researched and copied.** Use a separate form for each research request.

Person: \_\_\_\_\_

Record: \_\_\_\_\_

Date Span: \_\_\_\_\_ Parish: \_\_\_\_\_

Municipality: \_\_\_\_\_

Other: \_\_\_\_\_

The Archives is not authorized or staffed to engage in comprehensive genealogical research or to verify family relationships, and is limited to only specific requests. A list of genealogists who conduct research for a fee is available upon request.

**Bankcard payment information may be submitted by email, fax, mail or phone. Payment must be received before research requests will be conducted. For assistance, please call (225) 922-1207 or (225) 922-1208.**

**Submit payment information to:**

Secretary of State  
Research Library  
P.O. Box 94125  
Baton Rouge, LA 70804-9125

Email: [archives@sos.louisiana.gov](mailto:archives@sos.louisiana.gov)  
Phone: (225) 922-1207/08  
Fax: (225) 922-0433

**NOTE:** Fees are for research and must be collected for both successful and unsuccessful searches. Please do not send cash!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone Number: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

Bankcard Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_